



Expeditionary Warfare Training Group, Atlantic
Impetus e Mari Attack from the Sea

EWGTGLANT AUDITORIUM AND CLASSROOM REQUEST FORM

This form must be legibly filled out in its entirety and is mandatory that all information blocks be filled out before your command will be scheduled for use of any auditoriums or classrooms. Please click the SUBMIT button at the end of this form to email the completed request to the N3 Department. If you are using Chrome as your browser, you will need to save this form and email it to the N3 at EWTGLANT_LTLN3@navy.mil. Phone number COM: (757) 462-4876. All requests must be received at least two weeks prior to your event.

Requested Information follows:

1. Date of Request and Time: _____
2. Name of Command: _____
3. Point of Contact: _____
4. Phone Number: _____
5. Date and Time Requesting (Start and End Times): _____
6. Name of Event: _____
7. Name(s) of Senior Individuals Attending (06 or above): _____
8. VIP (General Flag Officer or Equivalent): _____
9. Total Number of Personnel Attending: _____
10. Type of A/V Items:
Video Tele Conference (VTC) (REQUIRE 72HRS NOTICE PRIOR TO EVENT) _____
Power Point Projector _____ Overhead Projector _____
Sound System _____ TV/VCR _____ CD Player _____
Portable Screens _____ Dry Erase Board _____
11. Security Level: Unclassified _____ Confidential _____ Secret _____
12. Any additional requirements not already stated (i.e.: coffee mess, lunch, etc.): _____

Submission of this form does NOT guarantee your request will be able to be fulfilled.

Requests received after noon on Friday will be reviewed the following Monday morning. Commanding Officer of EWTGLANT reserves the right to make changes to room schedules based on training/operational commitments.

The requesting unit is responsible for checking in and out of the space and is responsible for its cleanliness. Open drink containers and eating in the auditorium is strictly prohibited.

Other available resources at JEBLCFS are: Gator Theater (462-7540), Navy & Marine Corps Reserve Center (462-8007), NAB Library (462-7691), Drexler Hall (462-2661), and Focs'le (462-3117).

Tarawa Auditorium: 200 seats
Midway Auditorium: 179 seats

Request Received by: _____